

**AGENDA
BOARD OF SELECTMEN
July 12, 2011
7:00 p.m.
Town Building**

Public Input

Chairman's Comments

Town Administrator's Report

Meeting Minutes

Visitors

7:10 p.m. Appointment to Historical Commission

7:15 p.m. Approve Wildlife Woods open space maintenance by residents

Discussion/Action

Approve Police and Fire/EMT Memoranda of Agreement

Approve National MS Minuteman Bike Ride, July 16

Approve Common Victualer license for Stow Cafe

Date for Special Town Meeting and Election

Capital Planning Development status

Pompo reuse project – request for engineering funds

Approve Lower Village Common gift bench guidelines

Review of e-mail and electronic records retention policies

Liaison Reports

Correspondence

Adjournment

Posted 7/8/11

Correspondence

Town:

Proposed guidelines for Lower Village Common gift benches, rec'd 6/29

Work Without Limits report on MinuteVan Team, rec'd 6/30

Wildlife Woods residents' request to maintain common areas, rec'd 7/5

Building Permits report for June, rec'd 7/6

Election Districts' approved precinct maps, rec'd 7/7

General:

U.S. Census Bureau notice of field office restructuring, rec'd 6/29

OUI Last Drink report for CY Q1, rec'd 6/30

Comcast notice of program changes, rec'd 7/5

Boston MPO notice of FY12 Unified Planning Work Program review, 8/9 deadline, rec'd 7/8



Town of Stow
BOARD OF SELECTMEN

Stow Town Building
380 Great Road
Stow, Massachusetts 01775
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

NOTICE OF VACANCY
STOW HISTORICAL COMMISSION
One Member

The Stow Historical Commission is a five-member commission appointed by the Board of Selectmen. As defined by Massachusetts General Law Chapter 40, Section 8D, its mission is to preserve, protect, and develop the historical or archeological assets of Stow.

Duties:

- Updating and maintaining a community-wide inventory of Stow's historic buildings and landscapes
- Overseeing an archeological reconnaissance survey of the Town and cooperating with state archeologists who may conduct similar research and surveys
- Defining and sponsoring historical projects for Community Preservation funding
- Applying for state and federal grants for appropriate historical preservation projects
- Maintaining the Old West School building
- In coordination with the Cemetery Superintendent, furthering ongoing efforts to restore cemetery headstones
- Acquiring and maintaining other historical properties and artifacts as appropriate
- Managing an historic plaque program for eligible houses
- With the approval of the Board of Selectmen, making recommendations to the Massachusetts Historical Commission that specific places be certified as historical or archeological landmarks
- In cooperation with property owners, nominating buildings, sites, structures, objects, and districts worthy of National Register of Historic Places designation, based on local and state surveys
- Sponsoring Town bylaws to promote the preservation and maintenance of historic buildings and places
- Protecting sensitive historical sites from degradation
- Conducting educational events and producing educational materials relating to the history of Stow and the Commission's activities
- Responding to requests for information about historic areas in Stow
- Making appropriate recommendations to the Board of Selectmen and other Town Boards about protecting and preserving historic sites and areas of Stow
- Working in cooperation with other municipal agencies to insure that the goals of historic preservation are considered in planning for future development
- Coordinating activities with other historical organizations in Town
- Developing, together with the Town Administrator, and administering an annual budget approved by Town Meeting

In the immediate future, its priorities include:

- Oversee the execution and completion of the historic inventory project--funded by Community Preservation funds-- according to the latest Massachusetts Historical Commission (MHC) standards
- Finalize an official location for displaying the "Stow musket" and its case
- Develop a plan for an archeological reconnaissance study
- Investigate a demolition delay bylaw to bring to Town Meeting

Qualifications:

- A sincere interest in the history of Stow
- A willingness to define, accept, and carry out assignments against priorities
- A commitment of time and attendance at regular meetings
- Excellent communication and organizational skills
- Team player with discipline and decisiveness
- A registered voter of Stow
- Experience as an historian, attorney, architect, business or project manager, or builder and knowledge of preservation is desired but not required

Term:

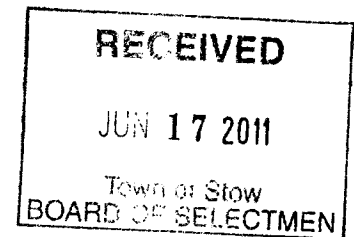
One position for a three-year term, ending on June 30, 2014.

Application:

The Board of Selectmen will accept applications until 5:00 p.m. on June 30, 2011. Interested individuals should submit a letter of interest and a resume or other written summary of experience to the Board of Selectmen, 380 Great Road, Stow, MA 01775 or email the office at selectmen@stow-ma.gov. All application materials are public records once received by the Selectmen's Office.

Posted June 16, 2011

12 Pine Point Road
Stow, Massachusetts



Town of Stow Board of Selectmen
370 Great Road
Stow, MA 01775

June 16, 2011

Dear Members of the Board of Selectman,

I would like to submit my name for your consideration for appointment to the Stow Historical Commission.

I have been off the Commission since the completion of my third appointment in 2009. While I am enjoying the retirement, I have a concern that the Commission is in need at this time of some one with previous experience on the Commission. I have found that being an Associate Member does not give me sufficient access to information to enable me to contribute as much as I would like.

I have a MA degree in the History of Art in Museum Practice from the University of Michigan, and museum experience at the curatorial level in my distant past. I earned my certification to teach secondary social studies in 1993. My most recent professional job was as a museum teacher at the Tsongas Center for Industrial History at the National Park in Lowell. I am a member of various groups in the fields of history, historical preservation and architectural history and benefit from attending several of their seminars and symposiums each year. I am a member of the Massachusetts Archeological Society and Freedoms Way Historic Corridor, among other local organizations.

I have been instrumental in creating programs and keeping the Stow West School Museum open for the last ten years and am a volunteer at the Iron Works Farm in Acton.

Thank you for your consideration.

A handwritten signature in cursive script, appearing to read "Karen Gray".

Karen Gray

Stow Selectmen's Office

From: DASPAULDIN@aol.com
Sent: Friday, July 08, 2011 12:18 PM
To: selectmen@stow-ma.gov
Subject: Applicant for Hisstorical Commission

Susan

At the Historical Commission meeting on July 8, 2011 the Commission took a vote to support Karen Gray as a commission member. We would be glad to attend the Selectman's meeting to show our support for her.

Dot Spaulding

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Tuesday, June 28, 2011 3:10 PM
To: anthony.parrinello@hotmail.com
Cc: James H. Salvie
Subject: mowing grass at Wildlife Woods

Hello Mr. Parrinello,

To follow up on your visit to ask about mowing the grass on the Town-owned open space at Wildlife Woods –

Please send a letter to the Board of Selectmen requesting permission to have a lawn service cut the grass on the Town owned parcels, being reasonably specific about which areas will be affected. You may send it as an individual or from the group of residents who are interested.

You can send it by mail to Board of Selectmen, Town of Stow, 380 Great Road or by email to selectmen@stow-ma.gov.

As we discussed, you will need a Certificate of Insurance from the contractor's insurance company, naming the Town of Stow as additionally insured for the work on this property.

Once a written request is received, it will be addressed by the chairman, Jim Salvie. As I mentioned, the Board meets on the second and fourth Tuesdays of the month, with the next meeting scheduled for July 12. I can't speak for Mr. Salvie but it might be brought to the Board at that meeting, if possible. They will appreciate that you would like to get this done sooner than later.

I'll look forward to receiving your letter. Please don't hesitate to contact me with any questions.

Thank you.
Susan

Susan McLaughlin
Phoebe Faberkorn
Selectmen's Office
Town of Stow
978-897-4515

6/28/2011

Stow Selectmen's Office

From: Anthony Parrinello [aparrinello@neurocareinc.com]
Sent: Tuesday, July 05, 2011 10:57 AM
To: selectmen@stow-ma.gov
Cc: Anthony Parrinello
Subject: Wildlife Woods Memorandum and Schematic

Susan- In follow up to our recent discussions, please find attached for review and distribution to the appropriate parties- a memorandum outlining our request to maintain the common areas throughout the Wildlife Woods development and a draft schematic which identifies the areas to be maintained.

I am happy to attend tonight's planning board session to answer any questions that may arise as well as next week's selectmen meeting.

Please advise.

Thank you for your assistance.

Anthony

Anthony Parrinello
Corporate Director of Business Development



70 Wells Avenue | Newton, MA 02459
Office: +1 617 581 6422 | Fax: +1 617 796 9099
Mobile: +1 617 997 6888 | Email: aparrinello@neurocareinc.com
www.neurocareinc.com

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M E M O R A N D U M

To: Town of Stow Planning Board and Board of Selectmen

From: Anthony Parrinello, resident of Wildlife Woods Development, Stow MA

Date: July 5, 2011

Re: Care and maintenance of common areas throughout Wildlife Woods Development

I write this memorandum on behalf of several of my neighbors located within the Wildlife Woods development here in Stow, MA.

We are very interested in funding (without the financial or administrative support of the town) on an ongoing basis, the maintenance by a private landscaping contractor of the areas highlighted on the schematic accompanying this memorandum. Please find outlined below the key elements of our request:

- **Purpose**
 - Residents of this development desire to return the common areas to their original state when maintained by the developer, Mark White of Bentley Builders (i.e. mowed lawn, areas free of debris etc). Since the property was turned over to the town, these areas have not been kept up relative to mowing, clean up of debris etc. We recognize that the town cannot fund this up keep and therefore we desire to support this initiative solely on our own.
- **Proposed Maintenance Schedule**
 - Bi-weekly mowing of common areas- beginning on or about May 1st and commencing on or about November 1st each and every year.
 - Semi-annual clean up-To take place during the months of April and November as a spring and fall clean up to remove leaves, fallen limbs and other appropriate debris.
- **Peripheral Details**
 - Assuming this request is approved by appropriate town boards, a neighborhood resident has been identified to “manage” the landscape contractor to ensure all appropriate areas are maintained in the appropriate manner and all work is performed to a satisfactory level.
 - The neighborhood approved contractor would be required to add the “Town of Stow” and/or other appropriate party as an additional insured to their general liability policy and to provide proof of coverage for their workers compensation policy.
 - Residents of the neighborhood would manage the collection and payment of all fees in relation to this work so that the Town of Stow assumes no administrative burden or oversight associated with the performance of this work.

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Tuesday, June 28, 2011 2:57 PM
To: Karen Kelleher
Cc: James H. Salvie
Subject: Open Space at Wildlife Woods

Hi Karen,

A group of homeowners at Wildlife Woods would like to pitch in and hire someone to cut the grass in the open spaces that the Town owns.

They will seek permission from the Board of Selectmen, which has custody of the parcels. They will need to provide the selectmen with a Certificate of Insurance from the mowing contractor.

In addition, Jon suggested that I check with the Planning Board on whether it would have any issue with this. The Planning Board decision speaks to keeping the parcels in a natural state but I don't see any CRs or anything else that would preclude mowing the grass.

Could you kindly check with the Planning Board on this and let me know, please? I'd like to put it on the July 12 agenda (so they can cut the grass – smile).

Thanks a lot.
Susan

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

6/28/2011

Memo

To: Board of Selectmen
From: Karen Kelleher, Planning Coordinator *Karen*
CC: Anthony Parrinello
Date: July 6, 2011
Re: Wildlife Woods – Request to maintain sections of common areas

At its meeting of July 5, 2011, the Planning Board reviewed the memorandum, dated July 5, 2011 from Anthony Parrinello concerning Wildlife Woods Residents' request for permission to care and maintain certain common areas in the Wildlife Woods Development. The Planning Board recommends the Board of Selectmen approve the request, subject to the following restrictions:

- Maintenance shall be limited to mowing and clean up of debris as outlined in the July 5, 2011 memorandum from Anthony Parrinello. Tree removal shall be prohibited.
- Mowing of the area between lots 60 and 61, Whispering Way shall be limited to an 8-foot wide path to access the open space area.
- The use of herbicides or pesticides is prohibited.

Stow Selectmen's Office

From: Stow Selectmen's Office [selectmen@stow-ma.gov]
Sent: Friday, July 08, 2011 3:42 PM
To: Anthony Parrinello; Karen Kelleher; James H. Salvie
Cc: Deb O'Hara; Bill Wrigley
Subject: agreement on Wildlife Woods

Hello, Anthony and Karen.

Attached is a draft agreement between the Town of Stow and residents of Wildlife Woods on the care and maintenance of Wildlife Woods open space areas, as specified on Anthony's 7/5 map.

It is based on Anthony's proposal and the Planning Board's 7/5 vote and recommendation to the selectmen. It has the correct insurance language provided by Deb O'Hara.

Karen, in your email to Anthony, you mentioned a concern that the mowing between Lots 60 and 61 Whispering Way might lead to private property infringing on the Town property and that you would work together on a mutually agreeable solution. Preventing such infringement is addressed as a general statement in paragraph 4.

If this draft is agreeable to all of you, it will go before the Board on Tuesday night for consideration.

Many thanks.
Susan

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

**Agreement Between the Town of Stow, Massachusetts and
Residents of Wildlife Woods, Stow, MA, on the
Care and Maintenance of Wildlife Woods Open Space Areas**

The Town of Stow agrees to permit the neighborhood residents of Wildlife Woods, represented by Anthony Parrinello, to care for and maintain selected open-space areas of the Wildlife Woods development, as shown on the attached map, dated July 5, 2011.

The care and maintenance of the land will be on an ongoing basis, consisting of:

- Bi-weekly mowing of common areas, beginning on or about May 1 and ending November 1, each and every year.
- Semi-annual clean up, during the months of April and November, to remove leaves, fallen limbs and other appropriate debris.

Maintenance shall be limited to mowing and clean up of debris. Tree removal shall be prohibited.

Mowing of the area between Lots 60 and 61 Whispering Way shall be limited to an 8-foot wide path to access the open space. Private and Town property boundaries shall be maintained.

The use of pesticides and herbicides on the Town-owned Wildlife Woods open space is strictly prohibited.

The mowing and clean-up service shall be performed by a private landscaping contractor hired by the residents of Wildlife Woods. The landscaping contractor shall provide the Town of Stow with a Certificate of Insurance on an annual basis. The Certificate of Insurance is to list the "Town of Stow" as additional insured as respects services performed on land owned by the Town of Stow in Wildlife Woods. The minimum acceptable limits of liability are as follows:

- General Liability: \$1,000,000 each occurrence/ \$2,000,000 products/completed operations aggregate and \$2,000,000 general aggregate
- Workers Compensation: Statutory coverage for Massachusetts/ Employer Liability: \$500,000 each accident/ \$500,000 disease policy limit and \$500,000 disease each employee

The landscaping contractor shall provide the Town of Stow with a Hold Harmless agreement. as well.

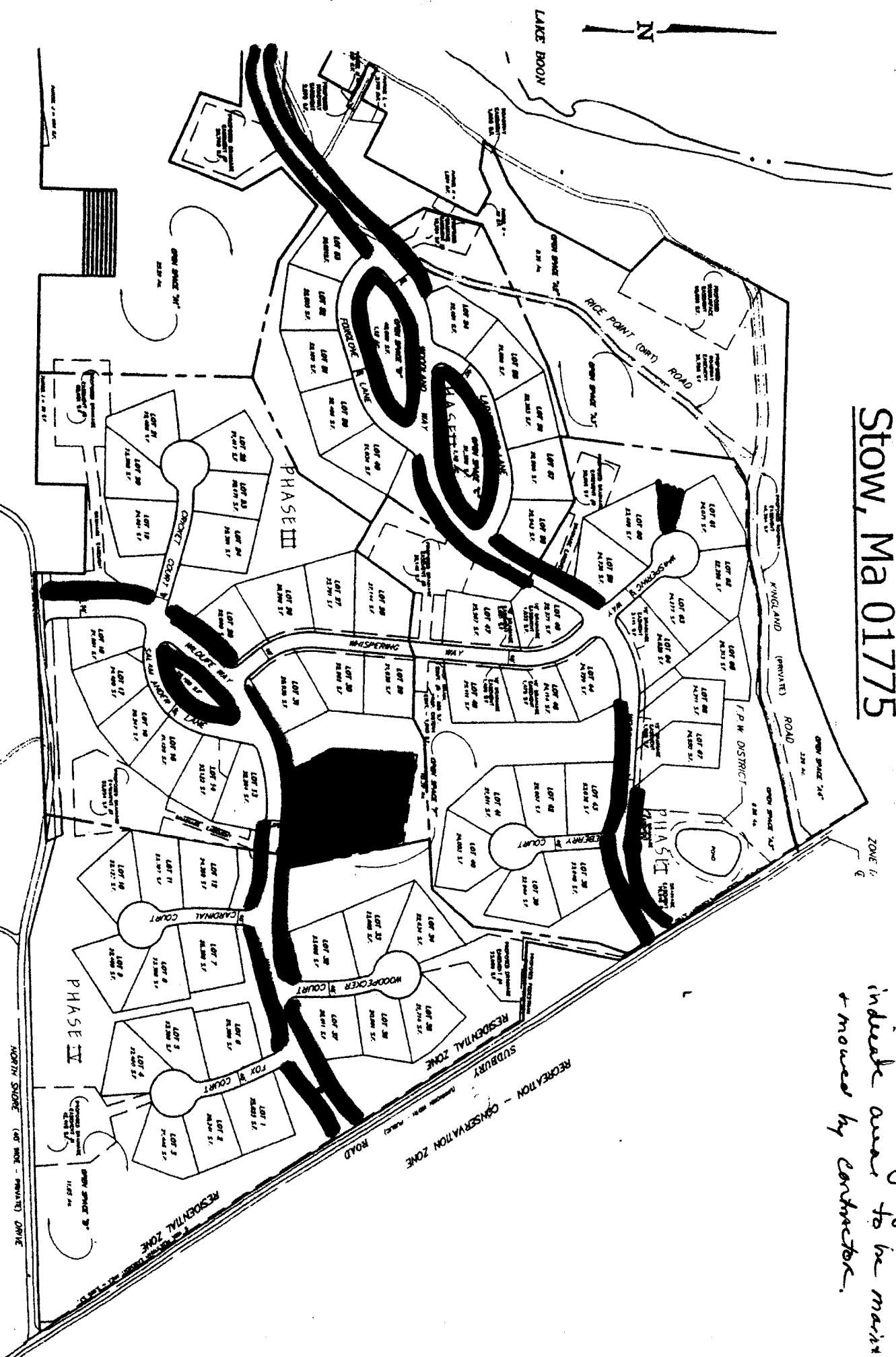
A neighborhood resident will "manage" the landscape contractor to ensure all appropriate areas are maintained in the appropriate manner and all work is performed to a satisfactory level. Residents of the neighborhood will manage the collection and payment of all fees in relation to this work. The Town assumes no administrative burden, financial costs or oversight associated with the performance of this work.

In witness whereof, this Agreement has been executed this 12th day of July 2011.

**Town of Stow
Board of Selectmen**

**Anthony Parrinello, representing the
Wildlife Woods neighborhood residents**

Note: Areas highlighted in bl indicate areas to be maxim + moved by contractor.



**MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF STOW AND
STOW POLICE UNIT LOCAL 206
MASSACHUSETTS COALITION OF POLICE, AFL-CIO**

For good and valuable consideration, each to the other given, the Town of Stow and Stow Police Unit Local 206 Massachusetts Coalition Of Police, AFL-CIO hereby agree to the following amendment to their existing collective bargaining agreement effective July 1, 2011 through June 30, 2012 in the following respects only.

The parties do hereby agree to the following revisions/amendments/modifications to the Collective Bargaining Agreement, which expires on June 30, 2012.

ARTICLE XXIII WAGES

Effective July 1, 2011 there shall be a one (1%) percent across the board wage increase for all employees for the period July 1, 2011 through June 30, 2012. The following table reflects the new wage schedule.

Effective July 1, 2011 - June 30, 2012
1 % COLA Increase

Patrol Officers

Step 1	Step 2	Step 3	Step 4	Step 5
\$45,999	\$47,852	\$49,696	\$51,549	\$53,391

Sergeants

Step 1	Step 2	Step 3
\$56,061	\$58,730	\$61,400

IN WITNESS WHEREOF, this Agreement has been executed this 12th day of July 2011.

**TOWN OF STOW
BOARD OF SELECTMEN**

**STOW POLICE UNIT LOCAL 206
MASS COALITION OF POLICE, AFL-CIO**

**MEMORANDUM OF AGREEMENT
BETWEEN
TOWN OF STOW, MASSACHUSETTS AND
PROFESSIONAL FIREFIGHTERS ASSOCIATION, LOCAL 3262
INTERNATIONAL ASSOCIATION OF FIREFIGHTERS, AFL-CIO**

For good and valuable consideration, each to the other given, the Town of Stow and The Stow Professional Firefighters Association, Local 3262, International Association of Firefighters, AFL-CIO, hereby agree to the following amendment to their existing collective bargaining agreement effective July 1, 2011 through June 30, 2012 in the following respects only.

The parties do hereby agree to the following revisions/amendments/modifications to the Collective Bargaining Agreement, which expires on June 30, 2012.

ARTICLE XVI WAGES AND STIPENDS

Effective July 1, 2011 there shall be a one (1%) percent across the board wage increase for all employees for the period July 1, 2011 through June 30, 2012. The following table reflects the new wage schedule.

Effective July 1, 2011 - June 30, 2012
1 % COLA Increase

Firefighter/EMT

Min	Step 1	Step 2	Step 3	Step 4
\$19.82	\$20.63	\$21.48	\$22.31	\$23.23

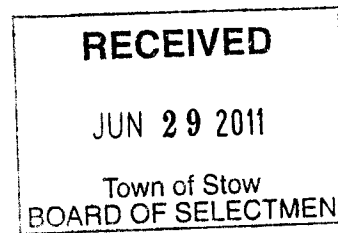
Captain

Min	Step 1	Step 2	Step 3	Step 4
\$22.22	\$23.11	\$24.05	\$24.99	\$25.98

IN WITNESS WHEREOF, this Agreement has been executed this 12th day of July 2011.

TOWN OF STOW
BOARD OF SELECTMEN

PROFESSIONAL FIREFIGHTERS
ASSOCIATION, LOCAL 3262
INTERNATIONAL ASSOCIATION OF
FIREFIGHTERS, AFL-CIO



June 2, 2011

Town Manager
Town of Stow
380 Great Road
Stow, MA 01775-2127

Dear Town Manager:

The National Multiple Sclerosis Society, Greater New England Chapter is excited to host the 3rd annual Bike MS: Minuteman Ride on July 16, 2011. Bike MS is a fundraising campaign that raises vital dollars to move the National MS Society closer to a world free of MS. With these dollars, the Greater New England Chapter supports 19,000 people in Maine, Massachusetts, New Hampshire and Vermont living with multiple sclerosis.

Our route will take us through Stow. We expect approximately 100 cyclists to be riding through your town in small groups. Enclosed is a cue sheets for street by street directions of the route.

Cyclists will be instructed to ride single file on the right side of the road, and to observe all rules of the road. Our own support vehicles will travel the route to ensure the safety of all.

If you could complete the enclosed form and mail or fax it back to me at 508-759-0379, that would be great. I will be forwarding a letter to the police department to notify them of this event and the route. If you have any questions regarding this event please feel free to contact me at (508)759-0402.

Sincerely,

Liz Strawn
Senior Development Manager

The National Multiple Sclerosis Society, Central New England Chapter has informed the Town of Stow of its intent to hold a charity bicycle ride on town roads through Stow on Saturday, July 16, 2011.

Signed: _____

Name: _____

Title: _____

For the Town of Stow

Please return this form in the enclosed envelope or fax to 508-759-0379.

2011 Bike MS Minuteman Bike Ride - 60 mile
Net Control: 781-697-9058

Miles	Direction	Description	Go	Town:
0.00	L	Walden St	0.70	Concord
0.70	X	Rt. 2 / Continue on Rt. 126	0.58	
1.28	S	Continue on Rt 126 past Walden Pond	0.54	Lincoln
1.82	L	Baker Bridge Road	1.15	
2.97	R	Sandy Pond Road (not marked)	0.64	
3.61	X	Lincoln/Bedford Road, Cont on Weston	0.80	
4.41	R	Silver Hill Road, cont. on Weston Rd.	1.14	
5.55	X	Route 117, Continue on Merriam Street	1.71	
7.26	R	Concord Road	0.78	
8.04	BL	Sudbury Road	0.72	
8.76		Continue on Glezen	1.24	
10.00	R	Route 126/Concord Road	1.60	
11.60	L	Oxbow Road	1.80	
13.40	R	Sherman Bridge Road	1.40	Sudbury
15.30		REST STOP #1 - Lincoln-Sudbury H.S.		
	R	out of rest stop	0.20	
16.00	BL	Concord Road	0.30	
16.30	R	Morse Road	1.30	
17.60	L	Marlboro Road - ROUTES SPLIT	1.00	
18.60	R	Route 27/Maynard Road	0.10	
18.70	L	Fairbanks Road	0.80	
19.50	R	Hudson Road	2.00	
21.50	BR	Sudbury Road	2.10	Hudson
23.60		Continue on Boon Road	0.60	
24.20	X	Route 62/Gleasondale Road	0.10	Stowe
24.30	BR	Randall Road	0.50	
24.30	S	Edison Street	0.30	
25.10	R	Hudson Road	1.20	
26.30	L	Route 117/Great Road	0.32	
26.32	BR	Lantern Lane	0.32	
26.94	R	Hiley Brook Road	0.30	
27.24	BL	Harvard Road	1.22	
28.46	BL	Continue on Finn Road	0.96	
29.42	R	Stow Road	2.36	
	X	Under Route 495		
31.78	R	Slough Road	0.61	
32.39	L	Oak Hill Road	0.30	Harvard
32.69	R	Old Littleton Road	3.18	
35.87	X	Route 2, Continue on Oak Hill Road	1.41	Littleton
37.28	BL	Sanderson Road	0.11	
37.38		REST STOP #2 - Fallons Fine Liquor	0.01	

	X	Railroad Tracks		
37.39	R	Harwood Avenue	2.72	
40.11	L	Newtown Road	0.11	
40.22	R	Nashua Road	0.63	
40.35	R	Nagog Hill Road	0.56	
41.41	R	Fort Pond Road	0.68	Acton
42.09	L	Newtown Road	1.60	
43.69	X	Route 27, Continue on Concord Road	0.00	
43.69	BL	Concord Road	1.30	
44.99	R	Route 2A/Great Road	0.10	
45.09	L	Pope Road	2.50	Concord
47.59	BL	West Street	1.70	Carlisle
49.29	R	Acton Street	0.90	
50.19	R	Route 225/Westford Street	1.40	
51.49		REST STOP #3 - Carlisle Fire Department	0.10	
51.59	R	Concord Street	1.30	
52.39	R	South Street	1.30	
54.19	BL	West Street	0.50	
54.36	R	Pope Road	0.23	Concord
54.39	L	Spencer Brook Road	0.40	
55.09	BR	Westford Road	0.70	
55.79	BR	Lowell Road	1.50	
57.29	L	Barnes Hill Road	0.40	
57.69	R	Eastbrook Road	0.20	
57.89	L	Liberty Street	0.20	
58.09	R	Monument Street	0.90	
58.99	L	Lexington Road	0.30	
59.29	R	Heywood Street	0.10	
59.39	L	Walden Street - ROUTES MERGE	0.30	
59.59	L	Concord District Court		
		Congratulations! You made it!		
		Route closes at 4:00PM		



CERTIFICATE OF LIABILITY INSURANCE

RECEIVED

JUN 06 2011

DATE (MM/DD/YYYY)
06/02/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS OF INSURANCE. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Aon Risk Services Northeast, Inc. New York NY Office 199 Water Street New York NY 10038-3551 USA	CONTACT NAME:	
	PHONE (A/C. No. Ext): (866) 283-7122	FAX (A/C. No.): (847) 953-5390
INSURED National Multiple Sclerosis Society Greater New England Chapter 101A First Avenue, Ste 6 Waltham MA 02451 USA	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	NAIC #	
	INSURER A: Great Northern Insurance Co.	20303
	INSURER B: ACE Property & Casualty Insurance Co.	20699
	INSURER C: Employers Insurance Company of Wausau	21458
INSURER D: Federal Insurance Company	20281	
INSURER E:		
INSURER F:		

COVERAGES

CERTIFICATE NUMBER: 570042726790

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, CONDITIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Limits shown as requested

TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC			35833349	12/31/2010	12/31/2011	EACH OCCURRENCE	\$1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$1,000,000
						MED EXP (Any one person)	\$10,000
						PERSONAL & ADV INJURY	\$1,000,000
						GENERAL AGGREGATE	\$2,000,000
						PRODUCTS - COMP/OP AGG	\$1,000,000
AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> \$1,000 Ded. Compre <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> \$1,000 Ded. Collision			(10) 7353-02-37	12/31/2010	12/31/2011	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000
						BODILY INJURY (Per person)	
						BODILY INJURY (Per accident)	
						PROPERTY DAMAGE (Per accident)	
B <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			M00539375002 Umbrella SIR applies per policy terms & conditions	12/31/2010	12/31/2011	EACH OCCURRENCE	\$5,000,000
						AGGREGATE	\$5,000,000
C WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WCC291451053010	12/31/2010	12/31/2011	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
						E.L. EACH ACCIDENT	\$1,000,000
						E.L. DISEASE-EA EMPLOYEE	\$1,000,000
						E.L. DISEASE-POLICY LIMIT	\$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Town of Stow is included as Additional Insured as required by written contract, but limited to the operations of the Insured under said contract, per the applicable endorsement with respect to the General Liability and Automobile Liability policies.

CERTIFICATE HOLDER

CANCELLATION

Town of Stow 380 Great Road Stow MA 01775 USA	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>Aon Risk Services Northeast, Inc.</i>

Holder Identifier :

Certificate No : 570042726790

Stow Selectmen's Office

From: tlima.stowpd@comcast.net
Sent: Thursday, June 30, 2011 10:54 AM
To: selectmen@stow-ma.gov
Subject: Re: Bike MS: Minuteman Ride

Good Morning,

This bike ride includes intersections that are dangerous. However, the bikes can operate legally on a public way at their own risk. According to the ride specifications, the bikes will not be lumped into one large group and will consist of several smaller groups. I do not anticipate any traffic issues involving these bikes if they obey the rules of the road and ride with care.

Tim

From: "Stow Selectmen's Office" <selectmen@stow-ma.gov>
To: "Tim Lima" <tlima.stowpd@comcast.net>
Sent: Wednesday, June 29, 2011 12:11:16 PM
Subject: FW: Bike MS: Minuteman Ride

Hello Tim,

We received this information about the Bike MS Minuteman Ride, which is coming up July 16. The Selectmen will be considering this at their July 12 meeting. Could you please take a look at the route and let our office know of any safety issues?

Thank you,
Phoebe

Susan McLaughlin
Phoebe Haberkorn
Selectmen's Office
Town of Stow
978-897-4515

-----Original Message-----

From: Liz Strawn [mailto:Liz.Strawn@nmss.org]
Sent: Wednesday, June 29, 2011 11:44 AM
To: selectmen@stow-ma.gov
Subject: Bike MS: Minuteman Ride

Hello,

Per my conversation this morning with Phoebe, attached you will find the letter, route and insurance requesting permission to use the road of Stow for Bike MS: Minuteman Ride on July 16, 2011.

Please feel free to contact me with any questions.

Best regards,

Liz Strawn

6/30/2011

Senior Development Manager

Greater New England Chapter
National Multiple Sclerosis Society
3119 Cranberry Highway, Unit 5E
East Wareham, MA 02538
(508)759-0402

Join the Movement....www.msnewengland.org